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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Administration

DATE: 22 May 1953

FROM : Cable Secretary

SUBJECT: Reallocation of Certain Message Center Positions

1. It is requested that the following positions in the Cable Secretariat - Message Center be surveyed and reallocated at an early date. The functions described in the attached job sheets are already being performed as a matter of necessity by various Message Center personnel without true regard to position title and grade.

Additions to Mail and File Section:

A 142.01	Mail and File Supvser.	GS 301-5	Required for Night Shift
A 142.02	Mail and File Supvser.	GS 301-5	Required for Day Shift

Additions to Distribution and Typing Section:

Info Control Clerk	GS 301-5	Required for added distribution desk, Day Shift only.
Senior Clerk (Typing)	GS 301-5	Required for Day Shift.
Senior Clerk (Typing)	GS 301-5	Required for Night Shift.
Senior Clerk (Typing)	GS 301-5	Required for Midnight Shift.

2. Offsetting the above additions, it is requested the following positions be deleted. These positions have not materialized, primarily because of personnel shortages. As a consequence of operating without them for the past nine months, we have now worked out an arrangement with the Signal Center, whereby Message Center requirements for Traffic Control Log statistics are adequately provided by the Signal Center Traffic Control Staff.

Deletions:

A 137	Info Control Assist. (Traffic Control)	GS 301-7
A 137.01	Info Control Assist. (Traffic Control)	GS 301-7
A 138	Info Control Clerk (Traffic Control)	GS 301-6
A 138.01	Info Control Clerk (Traffic Control)	GS 301-6
A 139	Info Control Clerk (Traffic Control)	GS 301-5
A 139.01	Info Control Clerk (Traffic Control)	GS 301-5

3. Cable Secretariat - Message Center authorized strength of [REDACTED] positions remains unchanged.

25X9A2

25X1A9a

Attach. - Job Descriptions - 3

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